

Volunteer Site Coordinator

Position Description and Expectations



The following is a list of responsibilities for volunteer Site Coordinators with Hamilton Victory Gardens:

1. The Site Coordinator position may be a shared position of responsibility between two individuals depending on the applicant's availability, and the site size.
2. Your immediate supervisor will be the Operations Manager who will provide dialogue on specific tasks that should be attended to in the garden. Dialogue may also come from the Volunteer Coordinator with regards to site assistance.
3. Site coordinator(s) are to be on hand to open gates, sheds, gardens, etc. 30 minutes in advance of garden volunteers arriving. Keys will be provided. Contact the Operations Manager if you have lost your key.
4. When possible (according to the provided tasks outlined), have the necessary tools out and available as volunteers arrive. Also, stage the available beverages and snacks for the volunteers. Use early arriving volunteers to assist with these tasks.
5. Prepare a breakdown of garden tasks ahead of time, with priorities.
6. Greet each volunteer as they arrive and ensure that each person signs in.
7. Direct volunteers (individually or in groups) to the tasks required. Provide instructions and check on progress from time to time.
8. Do not hesitate to encourage and to answer questions from the volunteers. If you do not know the answer, tell them you will research it and get back to them. If it is something that is time sensitive, do not hesitate to contact the Operations Manager or your supervisor.
9. As crops are harvested, wash and pre-cool them before staging for delivery.
10. Record crop harvest weights, dates and destinations on the site harvest data sheet.
11. Identify to the person(s) making deliveries which produce is to be delivered to which destination (food bank or meal program).
12. 15 minutes before the scheduled end of day, encourage volunteers to clean, and return tools to the storage area.

13. Thank each volunteer as they depart and encourage them to come again. Be sure to shake everyone's hand and individually thank them.
14. Sign any volunteer hour sheets.
15. Do a final site inspection looking for any tools that may not have been returned to the storage area. Return beverages and snacks left over to the shed.
16. Secure and lock this area.
17. Update the Smartsheets folder on site with the current volunteer hours and harvest data.
18. Send / deliver the attendance records, harvest sheets and site requirements, etc. to the Volunteer Coordinator.
19. Note any specific site needs / requirements that should be relayed to the Operations Manager.

Expectations of Volunteers / Staff

As a volunteer/staff, you have the responsibility to:

- Be reliable
- Respect confidentiality
- Let your Supervisor know as early as possible if you're unable to make a scheduled shift
- Carry out the specified position description according to the position description
- Ask for support when you need it
- Be accountable for your actions
- Be courteous to members, staff and other volunteers
- Give advance notice when you plan to stop volunteering, or to take a 'break' from your volunteer duties
- Value and support other volunteers and employees
- Raise any issues you may have with the Volunteer Coordinator or Operations Manager, and not denigrate the organization to members, staff, residents, the community or other volunteers.

I, the undersigned, _____
have read and fully understand the criteria for acceptance and expectations of Hamilton Victory Gardens volunteers and staff. I believe that I meet the requirements, and, if accepted will abide by these guidelines.

Signature: _____ -- Date: _____